

EEO-81-194
1 July 1981

MEMORANDUM FOR: Director, Office of Training and Education

FROM: Director, Equal Employment Opportunity

SUBJECT: Staffing of Human Relations and Management Course

1. In our meeting of 20 May, we agreed that the Office of Training and Education (OTE) and the Office of Equal Employment Opportunity (OEEO) should be involved in a joint effort to plan, design, conduct and staff the Human Relations and Management (HRM) course. This memorandum sets forth my views on the staffing of future HRM courses. It also addresses the utilization of OEEO personnel detailed to OTE.

2. In order for the OEEO to fulfill its obligation to contribute to the instructor/trainer staffing requirement, I propose that [redacted] be detailed administratively in the Management School, OTE. I further propose that [redacted] of this Office, who has served very effectively as instructor/trainer in all runnings of HRM, be also detailed to the Management School as an additional instructor. Both [redacted] will be carried on the OEEO staffing complement. OEEO will prepare rotational assignment agreements for both individuals. These actions will facilitate our efforts in the area of equal opportunity and human relations training inasmuch as OTE would be able to plan and evaluate the work of [redacted]

3. As we agreed in our meeting, instructor assignments such as I have proposed should result in the professional development of those detailed. I would expect, therefore, that [redacted] would be assigned as instructors in other management training courses deemed appropriate by the Chief, Management School.

4. With respect to OTE's contribution to the staffing of future runnings of HRM courses, I urgently request you designate as soon as possible the Management School instructors who will be involved in this training effort. Prompt designation of all HRM trainers will permit early collaboration between our offices to plan and design an optional training package for HRM courses starting in September.



Omega J.C. Ware

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